

Sherwood Public Library
Monthly Management Report
August 2016



Submitted by: Adrienne Doman Calkins, Library Manager

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Statistics



We had nearly **23,000 visits in August**
 —an over **5% increase** compared to August, 2015.

Visits last month	This month	% Change from last month	Visits this month last year	% Change from last year	Open hours this month	Open days	Visits per hour	Visits per day	Avg physical checkouts & renewals per hour
23,481	22,970	-2.2%	21,854	5.1%	276	31	83	741	110

Note: August & September 2016 door counts are weighted estimates, due to gate malfunction.

Monthly Patrons	Last month	This month	This month last year	% Change from same month last year	% Change from last month
New library cards	152	114	119	-4%	-33%
Total registered users	11,341	11,459	11,581	-1%	1%
Active this month	3,020	3,096	3,106	0%	2%
% of patrons active this month	27%	27%	27%	1%	1%
Estimated % of service area with library card	50%	50%	51%	-1%	1%

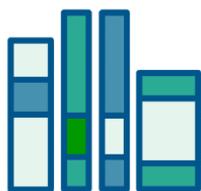
NOTE: Annual database purge March 6, 2016. Pre-purge total 12,203. Purged 1,398 accounts inactive for 3 years.



Half of the people in our service area have a library card; 27% of those used it in August.

Collection Development	Last month	This month	This month last year	% Change from last year	% of budget available	% of ordering window for FY left
Count of items added	354	549	490	12%	75.8%	80%
Count of items withdrawn (including periodicals)	394	420	984	-57%		
Total collection size	47,510	48,364	48,722	-0.7%		

WCCLS currently has over 16,000 e-books available through Library2Go and Cloud Library (was 3M Cloud Library)



Digital checkouts rose 29% compared to August, 2015. Total checkouts (digital & physical) stayed level. The **local collection is over 48,000 items**, with 1.6 million available countywide.

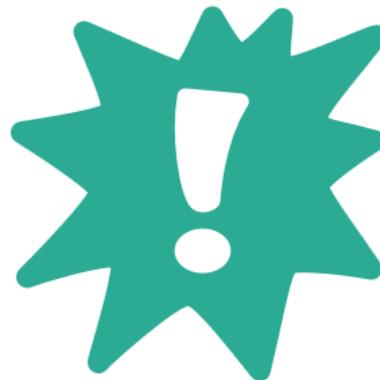
Monthly Circulation	Last month	This month	This month last year	Sparkline Chart	% Change from same month last year	% Change from last month
Total check outs (includes digital)	31,309	32,527	32,760		-0.7%	3.9%
Physical check outs & renewals	29,219	30,386	31,095		-2.3%	4.0%
Self-checkouts only	9,133	9,243	8,426		9.7%	1.2%
% @ self-check	31%	30%	27%		12.3%	-2.7%
Digital checkouts (Library2Go)	1,299	1,263	1,213		4.1%	-2.8%
Digital checkouts (Cloud Library)	791	878	452		94.2%	11.0%
Total digital checkouts	2,090	2,141	1,665		28.6%	2.4%
% of total checkouts	6.7%	6.6%	5.1%		29.5%	-1%
Check ins	20,629	21,790	23,094		-5.6%	5.6%
Service Area population	22,485	22,754	22,485		1.2%	1.2%
Checkouts per capita	1.39	1.43	1.46		-1.9%	2.7%
Checkouts per card holder	2.76	2.84	2.83		0.3%	2.8%
FTE	10.08	10.08	10.08		0.0%	0.0%
Checkouts per FTE	3,106	3,227	3,250		-0.7%	3.9%

Volunteers	August Hours	Equivalent FTE	# of volunteers
Checkin (returns)	86.25	0.50	15
Checkin (tasket processing & holds)	56.75	0.33	9
Summer Reading Program Asst	13.5	0.08	6
Requests to fill	19.75	0.11	4
Youth Services Asst	3.75	0.02	2
Shelving	11	0.06	3
Clerical/office asst	10.25	0.06	1
Outreach	13.5	0.08	5
Grand Total	214.75	1.24	40
Last month	247.25	1.43	41
% change	-15%	-15%	-3%
This month last year	196.00	1.13	34
% change from last year	9%	9%	15%



Programs & Activities

Programs & outreach	Aug-16
# of Adult Programs/Outreach	3
# of Teen Programs/Outreach	3
# of Youth Programs/Outreach	36
<i>School-aged</i>	17
<i>Storytimes</i>	25
# of Programs/Outreach for All Ages	3
TOTAL # of Programs/Outreach	43
TOTAL Participation	2,336
Participation per FTE	231.75
Participation per capita	0.10
<i>Participation: adult programs</i>	590
<i>Participation: teen programs</i>	124
<i>Participation: youth programs</i>	1,499
<i>Participation: all age programs</i>	268
<i>Participation: school-aged</i>	903
<i>Participation: storytimes</i>	990



Library programs help bring the community to the library and the library to the community, because **life-long learning is also about hands-on experiences and connecting with community.**

Outreach:

- Movies in the Park—62 interactions
- Music on the Green—156 interactions
- Helping Hands Library Newsletter distribution (Liz Myer)

All Age Programs:

- Thank You, Miss Teresa Party (with NW Panman steel drums)—50 participants

Youth & Family Programs:

- Paperback Pals—9 participants
- Ninja Camp—148 participants
- Mad Science Olympics—206 participants
- Read to the Dogs—18 participants (3 sessions)
- Larger than Life Games—15 participants (2 sessions)
- Coders Academy—8 participants
- Storytimes. August was Teresa Klepinger’s last month of delivering storytimes* after 20 years. This service has been brought in-house and starting in September, delivered by Youth Services Librarians.
 - Baby Time*: 99 participants (5 storytimes)
 - Toddler Storytimes*, Tuesdays & Thursdays: 520 participants (9 storytimes)
 - Preschool Storytimes*, Tuesdays & Thursdays: 283 participants (9 storytimes)
 - STEM Family Storytime –9 participants
 - Storytime in the Park (bilingual English & Spanish)— 79 participants

Teen:

- Fiction Friends—9 participants
- En Taiko workshop—96 participants
- Woo-hoo Wii-U—9 participants

Adult Programs:

- Adult Summer Reading book reviews—574 submissions
- Advanced Google Searching—4 participants
- Introduction to Mushrooming—12 participants

Other Activities:

- Displays: Guns in America, Big Books, Olympics/Sports, Adult Summer Reading
- Tour: Gladstone Library advocacy group—10 participants
- Painted Plate family activity for Thank You, Miss Teresa party.
- Hosted Sherwood High School chess club for summer sessions.
- Recruitments for Librarian I (Youth Services), 0.5 FTE, and Librarian I (Adult Services), 1 FTE. Pinn Crawford gave notice after 9 years.

- Internet Filtering evaluation with City Administration
- Submitted Ready to Read grant application. Successful! Awarded \$3,000+ for summer reading.
- Washington County Cooperative Library Services Meeting attendance:
 - Policy Group (Adrienne)
 - Adult Services Committee (Pinn Crawford)
 - Publicity Committee (Jenny Swanson)
 - WCCLS Users Group (Jenny)
 - Acquisitions (Mary Madland)
 - CircUs (Jenny)
- Other meetings (abbreviated):
 - Hosted joint Clackamas & Washington County Library Directors meeting (Adrienne)
 - Annual Information Services retreat
 - City Council (Adrienne)
 - Community Enhancement Program grant review (Adrienne)
 - Chamber of Commerce, School District presentation (Adrienne)
 - Records Management (Adrienne)
 - Main Street meeting (Adrienne)
 - Rotary Peace Committee (Adrienne)
 - Library Advisory Board (Adrienne)
 - Oregon Library Association Executive Board session—presentation of strategic plan (Adrienne)
- Trainings:
 - Document Locator (Adrienne)
 - Training new on-call Library Assistants, Rose Taylor and Jessica Otto, and volunteers. (Jenny)

Service Stories

We were awarded a Community Enhancement Project grant through Metro and City of Sherwood for \$10,605 to build an interactive house “kiosk” for children to play with a variety of objects to twirl, move and manipulate—all with early learning in mind. The kiosk is made by Burgeon Group, specialists with public library interactives for youth. It is custom made and expected in November. Dimensions are 72”x66”x57”h, made out of baltic birch. (Colors and panels will be slightly different than pictured.)



Respectfully submitted,

Adrienne Callery